

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL12061	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
						12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1358		14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		Project Director				GS		0301		13	
e. Recommended by Supervisor or Initiating Office										efw 11/14/00	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army						c. Third Subdivision PM TRADE (T)					
a. First Subdivision U. S. Army Materiel Command						d. Fourth Subdivision Various					
b. Second Subdivision Simulation, Training and Instrumentation Command						e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor William A. Rucker, Deputy Project Manager for TRADE						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature William A. Rucker						Signature					
Date 14 Nov 00						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for GS-343 Series, TS-98, Aug 90; Admin. Anal. GEG, TS-98, Aug 90; USOPM PCS for GS-301 Series, TS-34, Jan 79					
Typed Name and Title of Official Taking Action James B. Godwin, Jr., Col., FA, Chief of Staff						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature James B. Godwin, Jr.						Date 10 Nov 00					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks BUS: 7777 Position is at the full performance level. This is a non-critical acquisition position under DAWIA.											
25. Description of Major Duties and Responsibilities (See Attached)											

Previous Edition Usable

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U.S. Office of Personnel Management  
FPM Chapter 295 USAPPC V1.00

## **GS-13 Project Director**

### **COMBAT SUPPORT TRAINING SYSTEMS (CSTS) PRODUCT MANAGEMENT OFFICE (PMO)**

#### **INTRODUCTION**

Incumbent serves as a Senior Project Director (PD) with overall responsibility for managing the development, production and fielding of assigned CSTS PMO acquisition projects. Typically, these projects are crucial to the United States Armed Forces in terms of overcoming a defined training deficiency. This end is accomplished through the application of simulation technology and, ultimately, acquisition of a trainer which provides realistic, efficient and effective training. Such projects typically employ state-of-the-art digital systems, visual display systems and other specialized equipment that utilizes complex hardware and simulation software to provide the required training. Projects may entail extensive research and development for sophisticated and complex systems such as a high fidelity weapon system/tactical environment simulator or trainers of a lesser complexity such as part task procedure trainers or maintenance trainers. Management responsibilities include planning, directing and controlling the design, development, fabrication, test, evaluation and fielding of assigned projects. Incumbent must possess in-depth knowledge of the streamlined acquisition process and all functional activities required for effective and efficient management of assigned projects. Together with fulfilling extensive managerial responsibilities to accomplish his/her duties, the incumbent shall frequently interface with the client or customer user.

#### **MAJOR DUTIES**

1. Incumbent is responsible for everything the project does or fails to do. He/she exercised centralized authority and control of all project resources. He/she establishes a project team of professional and technical specialists typically consisting of engineers, a contracts specialist, a logistics management specialist and other matrix support specialists, supporting agency or contractor personnel as required. He/she provides leadership and plans, directs, organizes, reviews, approves, coordinates and controls the efforts of technical and support personnel from STRICOM, the Naval Air Warfare Center-Training Systems Division, other external support agencies and commercial support contractors so that the assigned acquisition project(s) are consistent with cost, schedule and performance requirements. Serves as the final point of authority to all team members, contractors and other participants on assigned project(s). Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor proposed new approaches which may significantly enhance performance but entail additional unplanned funding. Incumbent shall be prepared to report Project status upon request. He/she provides information concerning project team members work performance to PM CSTS for inputs to the

matrix team member's Total Army Performance Evaluation System (TAPES) evaluation or applicable appraisal system. He/she maintains close coordination at all times with the designated user representatives and assures that they participate in all decisions involving adjustments to schedule or functional performance.

30%

2. Incumbent prepares and presents a New Work Briefing (NWB) and Command Project Acceptance Briefing (CPA). He/she develops a project acquisition strategy which is based upon a comprehensive analysis of the training requirements and which covers the project from initiation through the development, production, testing and fielding phases. He/she applies a working knowledge of all functional areas involved in the development of the schedule to assure the integration and completion of all project elements. He/she coordinates project requirements such as, but not limited to, design, funding, integrated logistics support, reliability, availability and maintainability and along with matrix team members translates these requirements into discrete, attainable objectives which are scheduled to support successful achievement of the project's cost, schedule and performance objectives.

25%

3. Incumbent plans, schedules and is responsible for the preparation of all necessary project documentation for in-process-reviews, milestone reviews, resource cycle inputs or periodic project progress reviews on assigned projects. He/she assists the chairman in conducting all formal in-process/milestone reviews where-in superiors and/or external organizations scrutinize the status of the project and make decisions such as entry into development, continue or discontinue the project, significant changes to the technical baseline or entry into production. He/she is responsible for maintaining the current project status of assigned projects in the appropriate STRICOM management information system (MIS) application. He/she keeps PM CSTS, PM TRADE and Commander STRICOM appropriately informed of project status by means of quarterly reviews, staff notes or impromptu status reports.

20%

4. Incumbent schedules and conducts periodic team meetings and project reviews during the acquisition process to evaluate progress and technical adequacy of the project, assure understanding of the total requirement by all concerned and establish the integrity of the design in relation to the training requirement. He/she analyzes results of reviews and technical reports and tasks team members to develop approaches to correct existing or anticipated discrepancies or problem areas. He/she conducts unscheduled reviews when significant deviation from the planned effort is identified; e.g.: slippage of contract milestones, test problems or a change in the user's requirement. He/she resolves matters wherein the contractor is unable to comply with their contractual obligations or is unable to fulfill all specification requirements. After assuring that the Government's interest is protected through appropriate consideration, he may direct the discontinuance of further development which would extend the schedule and incur additional costs when the essential training device requirements

are met or he may recommend termination of the project if it appears that the requirement can not be satisfied by available technology, the requirement no longer exists or the contractor is unable to perform.

15%

5. Incumbent serves as the STRICOM/PM TRADE representative and point of contact with Department of the Army (DA), Army Materiel Command (AMC), Training and Doctrine Command (TRADOC), appropriate user commands, other Department of Defense (DoD) agencies and other services for all matters concerning the assigned project(s). As such, he/she presents briefings to personnel at all levels of Government and industry, responds to inquiries, furnishes authoritative technical advice and assures that ancillary projects such as construction of facilities to house the training devices are in place.

10%

Incumbent performs other duties as assigned.

## FES FACTORS

### FACTOR 1 - KNOWLEDGE REQUIRED

- Incumbent must possess knowledge of DoD materiel acquisition including the DoD 5000 series of directives/instructions.
- Knowledge of the contractual and funds management processes associated with the acquisition of military simulation systems and training devices.
- Incumbent must possess skill in program management.
- Incumbent must possess skill in problem identification and resolution via the use of analysis techniques/reasoning.
- Incumbent must possess skill in the organization and leadership of multi-disciplined acquisition team(s) using the matrix management organization.
- Incumbent must possess skill in both oral and written communications.
- Incumbent must have knowledge of and experience with training aids, devices, simulators and simulations (TADSS) or other complex weapons systems and Combat Training Center(s) architecture/practice.

### FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by the Product Manager, Combat Support Training Systems (PM CSTS) or his deputy, who (1) assigns projects, identifying goals to be achieved and (2) relies upon the incumbent to plan, forecast, schedule and execute the actions necessary to achieve project objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all essential project elements consistent with the project plan. Work is reviewed for accomplishment of milestones ability to stay within funding limitations and adequacy of the end product.

### FACTOR 3 - GUIDELINES

Guidelines consist of Federal, DoD and Army regulations/policies pertaining to materiel acquisition and Combat Training Center(s) operations. As a specialist in program planning and management, the incumbent exercises judgment and discretion in interpreting and applying existing regulations/policies, develops guidance for use by others pertaining to the specific acquisition and participates in the review and update of acquisition regulations/policies to meet the changing materiel acquisition environment.

#### FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical procurement projects, some costing in excess of \$10 million Research, Development, Test and Evaluation (RDTE) and/or \$20 million in procurement funding. Since many projects have DA and Office of the Secretary of Defense (OSD) interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of technical disciplines and develops TADSS of high dollar value.

#### FACTOR 5 - SCOPE AND EFFECT

The employee serves as a Project Director with complete responsibility for the acquisition of assigned Army TADSS. The TADSS will have a significant effect on readiness of both the active and reserve components in a joint services operating environment.

#### FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts include officials within DoD, DA, STRICOM and contractors. Contacts are made telephonically, person-to-person in unstructured settings and in formal meetings and presentations. As a Project Director, there will be frequent contact with user clients at military training remote/field locations.

#### FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purposes of coordinating requirements, information transfer, decision briefing/coordination and execution of assigned TADSS acquisitions. Further, collection of data/information via client input is essential to successful performance.

#### FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary; although, incumbent must be mobile in a rough terrain environment and robust enough to mount, enter and dismount military tactical vehicles.

#### FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office environment, with infrequent, if perhaps extended, periods of exposure to field and weather conditions routinely found in outdoor military training and operational maneuver environments..

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** NL 12061001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."